



DEPARTMENT OF ENERGY

PRINCETON SITE OFFICE

BUSINESS MANAGEMENT PROCEDURE

PROCEDURE 1-3

**EMPLOYEE TRAINING PROGRAM AND
INDIVIDUAL DEVELOPMENT PLANS**

REVISION 6

A handwritten signature in cursive script, reading "Leif Dietrich", is positioned above the "Prepared By" line.

Prepared By: Leif Dietrich, ES&H Team Leader

A large, stylized handwritten signature in cursive script, reading "Jerry Wm. Faul", is positioned above the "Approved By" line.

Approved By: Jerry Wm. Faul, Manager, PSO

Date Issued: AUG. 2006

ANNUAL REVIEW	
<u>Reviewer</u>	<u>Date</u>
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TRAINING PROGRAM AND EMPLOYEE DEVELOPMENT PLANS

1.0 PURPOSE

To establish requirements, responsibilities, and methodology for assuring that PSO personnel are provided the necessary training and orientation to perform their assigned work in a safe, efficient, and cost-effective manner.

SCOPE

This procedure covers all employee training and development activities for PSO employees.

RESPONSIBILITIES AND AUTHORITIES

3.1 PSO Manager Responsibilities

Defines specific knowledge, skills, and abilities requirements for each position in consultation with employee.

3.2 PSO Team Leader Responsibilities

Assesses the level at which each PSO staff person meets the requirements of his/her position based on performance and previous training.

3.3 PSO Employees Responsibilities

Identify training and development requests based on their knowledge and experience with position requirements and personal development objectives.

Maintain an Individual Development Plan, if desired.

4.0 PROCEDURE

The PSO Manager has approval authority for training requests and Individual Development Plans.

PSO Team Leaders take appropriate steps with staff personnel to help assure that necessary training or other developmental activities are identified and obtained.

5.0 REFERENCE

- DOE 360.1B, Federal Employee Training

6.0 DEFINITION

Individual Development Plans - (IDPs) are formal individualized training and development plans tailored to each employee's specific needs, which define objectives, specific strategies for meeting these objectives with related schedules.